

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

Position:	Personnel Specialist (Work Hours: 8:00 a.m. - 5:00 p.m.)
Position #:	051-150-1303-011
Salary Range:	\$2602 - \$4067
Issue Date:	January 16, 2008
Contact:	Lisa Losh (916) 322-1919
Location:	Administration and Disbursement Division Human Resources 300 Capitol Mall, Ste., 300 Sacramento, CA 95814
Final Filing Date:	(Statewide) Until Filled

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is in the process of moving in the direction of becoming the destination employer within the State of California.

Scope of the Position:

With supervision provided by the Staff Services Manager I and/or Transaction lead person, the incumbent will be required to apply State laws, departmental regulations, and control agency rules to a variety of personnel and benefits programs for the Office of the State Controller. Specific duties include but will not be limited to the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Review proposed personnel/payroll documents to ensure conformance with appropriate laws, rules and regulations;
- Access various systems to enter personnel and payroll transactions in order to generate pay and/or make modifications to employee history;
- Review, approve, and forward benefit forms to the appropriate carriers;
- Review monthly attendance records for accuracy and enter leave usage into the Leave Accounting System;
- Balance and release monthly payroll;
- Maintain a position roster for assigned divisions by updating position information relating to vacancies and/or classification changes, etc.;
- Maintain Official Personnel Files for office staff;
- Access and request certification lists using the SPB certification database.

Desirable Qualifications

- Experience with processing Worker's Compensation transactions
- Ability to demonstrate a positive attitude, communicate effectively, and commitment to provide quality customer service
- Ability to use tact and good judgment
- Ability to be flexible in response to changing workload
- Excellent attendance and dependability
- Ability to work with minimal supervision and in a team atmosphere
- Possess strong organizational skills

Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority. T&D assignments will be considered.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Administration & Disbursements Division
Human Resources Office
ATTN: Christopher Norwood
300 Capitol Mall, Suite 300
Sacramento, CA 95814